Sentral Finance – Activities #1

Create an activity

Key highlights

Why use this feature?

To create school events, seek internal approval, communicate to parent/carers – seeking both permission and payment via the Portal and App.

To create an excursion without any discounts for a group of students – to request permission and payment together.

What this feature offers

Ability to create school events

Ability to communicate school events with parents/carer for permission and payment

Ability to track progress of permissions and payments

Activities

Create an activity (Overview)

1. Go to Activities module | Create New Excursion.

2. Give the Excursion a unique name.

3. Pick dates for:
   o Start date
   o End date
   o Due date for the permission form.

4. Enter details for the activity.

5. Choose the staff member responsible for the organisation of the activity (optional).

6. Select the venue for the activity from a prepopulated list of venues (optional).

7. Select the cycle of the activity if this is an activity that repeats.

   Activities can be part of a larger group of activities such as Studies of local workplaces. If this activity is part of a larger group of activities, select the grouping.

8. Select if the activity should be available to display on future academic reports.

9. Select this option if SDL (Student Directed Learning).

10. Select if attendance at this activity should affect students' overall attendance.

11. Select if places should be limited for this activity.

12. Select if a risk assessment is required to be completed for this activity.

13. Select the years that are to be selected for this activity.

14. Select Save.

> **Recommendation:** *Save as you complete each screen. Sentral will exit the 'edit' screen. To return to the activity, use the Edit Activity button.*

Costs

To capture cost information:

1. Enter the proposed number of students.

2. Enter any fixed costs – for example, bus.

3. Enter any variable costs – for example, lunch.

   Sentral displays a summary of the costs associated with the excursion, as well as suggestions of amounts to charge per student, post data entry.

4. Select Save.

Excursion

To suggest a cost for the excursion as well as set up a checklist to be used later:

1. Enter details.

2. Select Save.

Academic reports

1. Show in Reports - select if the activity should appear in the students' academic reports.
2. Select the name of the activity to appear in the report.
3. Enter descriptions and outcomes associated with the activity.
4. Select Save.

Student Portal

If using the Student Portal:

1. Select an option for Show in Portal:

   o Yes – to display
   o No – if you don't require the activity to display or you're not using this feature.

2. Do one of the following:

   o Select Save (if not using).
   o Complete the fields as required, and then select Save.

Questions

1. Create questions (up to 20) that you wish to ask parents/carers as part of seeking permission to attend.
2. Select Save.

Next steps

Students, Attachments, Approval and Publish to Portal & App. See Activities #2 QRG

Need more information?

Finance User Guide